



CAREER OPPORTUNITY: Deputy Court Clerk



START RATE: \$14.72 per hour
AVAILABILITY: Immediate

CLOSING DATE:
Open until filled

JOB SUMMARY:

Under general supervision of the Court Administrator, maintains court records, assists the Judge and Prosecutor, assists customers on the telephone and in person at the cashier's window, implements office procedures and does related work as required. Works as part of a four person team.

ESSENTIAL JOB FUNCTIONS:

- Communicates effectively and courteously with customers and other City employees in person, on the telephone, and in writing.
- Collects fines and bond payments. Enters receipts for cash money into the computer.
- Types correspondence for the Judge.
- Enters citations into the computer.
- Prepares complaints and the Court docket.
- Prepares any and/or all reports related to the Municipal Court function.
- Issues warrants and subpoenas.
- Handles difficult customers with tact and courtesy; works well under pressure.
- Retrieves records from archives.
- Assists Judge and Prosecutor as needed.
- Other duties as may be assigned.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

High School Diploma or equivalent. Four years general business and clerical experience involving public contact and consistently dealing with money. **Working knowledge of court operations, policies and procedures. Self-starter, ability to work independently without supervision.** Good organizational skills. Wordprocessing experience. Ability to operate 10 key. Read and communicate effectively in English; good grammar and spelling skills. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Selected candidates will need to complete a background packet and pass a polygraph and psychological evaluation.

TO APPLY: Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. If you have questions or would like additional information, please call 972-516-6040.